

Data Standard Course Data

Rev. 9/27/2018

Ownership and History

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Please email [Course Codes](#) with questions.

Office(s)

Office of Career and Technical Education

Office of Teaching and Learning

Revision history

September 27, 2018

Added new custom reports for course data

August 16, 2018

Updated broken legislative links

July 27, 2018

Instructional Time guidance changed to reflect that it is not required for 2018-19

July 11, 2018

Added 11: Spanish Immersion and 12: French Immersion to Instructional Settings

March 1, 2018

- Added Difficulty Level option CAI: Cambridge Advance International
- *Instructional Time* was added to course and section for elementary and middle school use for *Opportunity and Access*
- Changes for 2018-19 courses
 - Course Code Changes 2018-19
 - *Deprecated Course Codes and What to Use Instead* documents are available on the [Kentucky Uniform Academic Course Code webpage](#)
 - Required courses have been aligned to Kentucky Academic Standards
 - New general education dual credit state codes

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Overview

Description

As courses are added or rolled forward, the course data should follow these guidelines for accurate LEAD reporting, Teacher of Record (TOR) linkage, and Accountability reporting.

Every course scheduled during instructional time or that delivers instruction during non-instructional time must use the state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in the Academic Course Code Lists, which can be found on the [Kentucky Uniform Academic Course Code webpage](#)

Regulation citation(s)

- [LEAD](#) (Local Educator Assignment Data) Reporting: [KRS 161.1221](#); [16 KAR 1:050](#)
- Uniform Academic Course Codes: [704 KAR 3:540](#)
- [Kentucky Uniform Academic Course Code webpage](#)
- Kentucky Educational Excellence Scholarship (KEES) program [11 KAR 15:090](#); [KRS 158.007\(8\)](#); [KRS 164.098](#)
- Kentucky's Accountability System [703 KAR 5:270](#)

Data use

- Academic Course Code auditing
- Local Educator Assignment Data (LEAD) Reporting
- Teacher of Record
- School Report Card
- Analyzing course progressions and participation
- Data sharing between systems – [Kentucky Longitudinal Data System](#)
- KEES bonus for [Advanced Placement](#), [Dual Credit](#) & [International Baccalaureate](#) & [Cambridge Advanced International](#) courses

Related ad-hoc filters and reports

Path: KY State Reporting / KDE Reports/

- *A_Advanced Coursework* To produce aggregated Opportunity and Access information for advanced coursework and the supporting student level detail ([Quick Reference Card](#))
- *Dual Credit Scholarship* To verify and create Dual Credit and Work Ready Scholarship file for submission to KHEAA ([Quick Reference Card](#))
- *Missing or Invalid Course State Codes* To identify invalid state course codes

Path: Ad Hoc Reporting / Data Export / State Published /

- *student AP Course Code with No Difficulty Level* To verify Advanced Placement courses setup
- *student AP Difficulty No AP Course Code* To verify Advanced Placement courses setup
- *curriculum Course – SRC Teaching Methods* To verify Teaching Method and Instructional Setting setup

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- **curriculum Dual Credit Courses** To verify Dual Credit course setup
- **curriculum State Course Codes** To verify that appropriate course codes are assigned
- **student Transcript Entry without a State Course Code** To find transcript entries that do not have a state course code

Training

Campus Community Resources

[Course Masters](#); [Courses](#); [Course Catalog](#)

Section A – Course Fields Course Master or Course tab

Campus Path: Grading & Standards / Course Master (if using Course Catalog) Scheduling / Add Course

Districts may choose to use a Course Catalog, a collection of course masters that is then attached to the school. A Course Master can be used to define elements of courses from a district level, so that all schools have the same number and naming convention for the courses, as well as the same setup for grading. Changes made to the course master may be pushed to the courses at the schools for a school year, if fields have been locked.

The screenshot displays the '101 LANGUAGE ARTS' course master form. At the top, there are tabs for 'Course', 'Sections', 'Grading Tasks', 'Standards', 'Categories', 'Grade Calc Options', 'Course Rules', and 'Fees'. Below the tabs are buttons for 'Save', 'Delete', and 'Push To Sections'. The main form area is titled 'Course Information' and includes the following fields and options:

- CourseID: 26186
- *Number: 101
- *Name: LANGUAGE ARTS
- Subject Type: (dropdown menu)
- State Code: 701020
- Department: (dropdown menu)
- Schedule Load Priority: (input field)
- Max Students: 30
- Terms: 4
- Schedules: 1
- Periods: 1
- Sections to Build: 0
- Section Template Group: (dropdown menu)
- GPA Weight: 0
- Bonus Points: (checkbox)
- Transcript: (checkbox, checked)
- Required: (checkbox, checked)
- Type: (dropdown menu)
- Difficulty Level: (dropdown menu)
- Responsive: (checkbox)
- Activity: (dropdown menu)
- Homeroom: (checkbox)
- Allow student requests: (checkbox)
- Allow teacher requests/recommendations: (checkbox)
- Hide Standards On Portal/Campus: (checkbox)
- Repeatable: (checkbox)
- Attendance: (checkbox)
- Unit Attendance: (checkbox)
- Instructional Time: 90
- Teaching Method: D1: Direct Instruction
- Instructional Setting: D1: Onsite Classroom
- Comments: (text area)

At the bottom right of the form, it says '- Modified by: Administrator, System 12/28/2017 12:21'.

State Code: Every course scheduled during instructional time or that delivers instruction during non-instructional time must use the state code that most closely represents the content, rigor, students, and teacher certification of a given course as described in the Academic Course Code Lists, which can be found on the [Kentucky Uniform Academic Course Code webpage](#).

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Course codes that may require End Of Course Assessments are listed in a document on the Kentucky Uniform Academic Course Code webpage titled, *Courses linked to End-of Course Assessments*.

GPA Weight: Weight of course grade for Grade Point Average (GPA) calculation only. For KEES calculation, the GPA Weight must equal the credits attempted with one exception. If the course is pass/fail, then GPA Weight must be 0.

Type: Select if course is Virtual or Performance-Based. The school will become eligible for Average Daily Attendance (ADA) funding for students if a passing grade is posted for this type of course.

- Virtual - select if course is an offsite online course.
- Performance - select if course is a Performance-Based Course. [Performance-Based Credit](#) may be awarded for satisfactory demonstration of learning based on content standards described in the program of studies, 704 KAR 3:303, regardless of the number of instructional hours in one (1) subject. The awarding of credit based on performance requires a rigorous performance standards policy, including performance descriptors and assessments that provide evidence of demonstrated knowledge and skills.

Difficulty Level: Select from the drop down menu **only** for AP: Advanced Placement, DC: Dual Credit, IB: International Baccalaureate and CAI: Cambridge Advanced International courses. In order for students to be eligible for the KEES bonus, you must select AP, DC, IB or CAI.

- [Advanced Placement](#) courses must have the matching AP state course code.
- [Dual Credit](#) courses must comply with [KRS 158.007\(8\)](#) which defined dual credit as “a college–level course of study developed in accordance with [KRS 164.098](#) in which a high school student receives credit from both the high school and postsecondary institution in which the student is enrolled upon completion of a single class or designated program of study.
See [Dual Credit Course Data Standard](#) for additional requirements for dual credit courses.
- [International Baccalaureate](#) courses must have the matching IB state course code.
- [Cambridge Advanced International](#) courses

Teaching Method (The methods used for instruction): Choose from the drop down menu the appropriate teaching method for this course section

- 01: Direct Instruction (default setting) – traditional course taught by a teacher employed by the district
- 02: 3rd Party Contract – course taught by a 3rd party contractor **other than virtual, dual credit, or National Academy Foundation (NAF)** (e.g., auto mechanic, golf instructor, Head Start provider)

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- 10: Digital Learning Provider – virtual course that uses a digital platform **other than credit recovery** (e.g., JCPS eSchool, KET, BAVEL)
- 11: Dual Credit – District Offered – dual credit course taught by a teacher employed by the district, and students **are not enrolled in the NAF Academy**
- 12: Dual Credit – College Offered - dual credit course taught by a teacher employed by a postsecondary institution, and students **are not enrolled in the NAF Academy**
- 13: Credit Recovery – Direct Instruction – course taught by a teacher employed by the district that allows students to earn credit for a course they previously failed
- 14: Credit Recovery – Digital Learning Provider – computer-based course that allows students to earn credit for a course they previously failed (e.g., PLATO, APEX, Odyssey, NOVEL/STARS).
- 19: District Provided Self Study –independent self-study course

Instructional Setting: (The location where instruction takes place) Choose from the drop down menu the appropriate instructional setting for this course section.

- 01: Onsite Classroom – course taught primarily in the school building
- 02: Offsite CTE – course taught at a Career and Technical Education Center away from the school building
- 03: Offsite College – course taught at a postsecondary institution
- 04: Home/Hospital –course taught in a home/hospital setting
- 05: Online – course taught online
- 06: Blended Learning – course taught in a setting consisting of both face-to-face instruction and online learning. Ideally, blended learning consists of 40-60% of the course being delivered online or digitally. There has to be that face-to-face component delivered by a certified teacher. The digital/online content ideally should be created, reviewed and/or endorsed by a certified teacher in that content area.
- 11: Spanish Immersion
- 12: French Immersion

Attendance: Select if attendance is required to be taken in this course for ADA funding purposes. *The attendance checkbox cannot be checked if the course uses the Type Virtual or Performance-Based.*

NOTE: Any changes made to the Course Master need to be pushed to the courses. Use the Push to Courses option and select the calendar year to which it should apply, which will update any locked fields on connected courses in the selected calendar to have the same information - Grading Tasks, Standards, Categories, Grade Calculations, etc. See Campus Community's [Course Master Info](#) for more information.

Section B – Grading Task tab

Campus Path: Scheduling / Add Course / Grading Task

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See [Grades Data Standard](#) for details on defining grades and credits for the course.

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Section C – Section tab

Campus Path: Scheduling / Add Course / Section

Section Number: Each section must have a distinct section number

Instructional Setting (Override):



Instructional Setting (Override)
06: Blended Learning (01) From Course

Selecting an option from the drop list overrides the course's instructional setting for this section only.

Highly Qualified: Select the primary teacher's Highly Qualified status for this course. Options are as follows:

- Highly Qualified
- Not Highly Qualified
- Not Applicable

Special Type: Indicate courses designated as one of the special type courses. Type 02: Alternative Classroom must be selected for any course received by a student placed in an alternative education program. All content courses offered at the alternative school must have a section with a Special Type of Alternative Classroom.

Population ID: Indicate the population from the dropdown menu only if there are no students in the course. This should be blank in most cases.

Instructional Time: It is not necessary to record instructional time for school year 2018-19.

Core Content: Only select a core content if state code 909999 has been indicated on the course tab. This should be blank in most cases.

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101-1 LANGUAGE ARTS
Teacher: BAILEY, AMANDA

Section | Staff History | Roster | Attendance | Grades

Save Delete

Section Editor
SectionID: 127290
*Section Number: 1
Teacher Display Name: BAIL
Max Students: (30)
Room: 102
Lunch Count: Milk Count: Adult Count:
Skinny Seq: Team: HOMEROOM: BAI Homeroom:
Hide Standards On Portal/Campus Student:
Instructional Setting (Override): (01) External LMS Exclude:
*Highly Qualified: Highly Qualified
Primary Teacher:
Special Type: 01: None
Population ID:
Instructional Time: 90
Core Content: Select a Value
- Modified by: Administrator, System 01/03/2018 13:31

Section D – Staff History tab

Campus Path: Scheduling / Add Course / Section / Staff History

See [Teacher of Record Data Standard](#) for details on assigning staff.